

Department of Public Health
Weekly Time Log Worksheet

Agency: DPH
Pay Org: 0294

Mail Drop ID's: 2048

SIGNATURE: Ella Lounds

Download Date: 1/30/2012 9:08:23 AM
WeekEnd Date: 2/4/2012
Pay Period End Date: 2/11/2012
Accrual Calc Date: 1/28/2012

DATE: 2/2/12

SIGNATURE: _____

DATE: _____

EmplID Position# Jobcode BU Std Hrs	Sunday (1/29)	Monday (1/30)	Tuesday (1/31)	Wednesday (2/1)	Thursday (2/2)	Friday (2/3)	Saturday (2/4)	Leave Balances
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This Timelog Report was downloaded from HRConnectsUs and represents data from HR/CMS Information Warehouse (CIW). In the case that information on this report conflicts with information in the CIW, the information contained in CIW will be considered the official record.

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Division: 2048								
296644 - 0 00059214 (2048) E20Y13 09 Corbett 37.50 Kate REG SDF: Shift 1	0	7.5	7.5	7.5	7.5	7.5	0	PER 22.500 COM 0.000 PLC _____ VAC 100.255 SIC 48.125
241373 - 0 00028808 (2048) E20Y13 09 Frasca 37.50 Daniela REG SDF: Shift 1	0	7.5	7.5	7.5	7.5	7.5	0	PER 22.500 COM 29.500 PLC _____ VAC 166.250 SIC 425.000
314719 - 0 00048601 (2048) E20Y13 09 Glazer 37.50 Lisa REG SDF: Shift 1	0	7.5	7.5	7.5 <i>SIC 0.75</i>	7.5	7.5	0	PER 22.500 COM 0.000 PLC _____ VAC 42.625 SIC 39.885
120459 - 0 00020748 (2048) E22Y16 09 Lawler 37.50 Michael REG SDF: Shift 1	0	7.5	7.5	7.5	7.5	7.5	0	PER 22.500 COM 7.500 PLC _____ VAC 110.276 SIC 95.873
311855 - 0 00033050 (2048) E18Y19 09 Lleshi 37.50 Hevis REG SDF:	0	7.5	7.5	7.5	7.5	7.5	0	PER 15.000 COM 8.750 PLC _____ VAC 41.500 SIC 52.750

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285766 - 0 00045979 (2048) E20Y13 09 Medina 37.50 Nicole REG SDF: Shift 1	0	7.5	7.5	7.5	7.5	7.5	0	PER 22.500 COM 0.000 PLC _____ VAC 84.370 SIC 22.750
118097 - 0 00047658 (2048) E24Y06 09 O'Brien 37.50 Elisabeth REG SDF: Shift 1	0	9	6.5	9	6.5	6.5	0	PER 22.500 COM 3.000 PLC _____ VAC 232.754 SIC 389.186
139184 - 0 00039541 (2048) E07R02 06 Phillips 37.50 Gloria REG SDF: Shift 1	0	7.5	7.5	7.5	7.5	7.5	0	PER 0.000 COM 0.000 PLC _____ VAC 1.250 SIC 0.005
138624 - 0 00038977 (2048) E24Y06 09 Piro 37.50 Peter REG SDF: Shift 1	0	7.5	7.5	7.5	7.5	7.5	0	PER 22.500 COM 0.000 PLC _____ VAC 159.750 SIC 634.250
297673 - 0 00004965 (2048) E20Y13 09 Renczkowski 37.50 Daniel REG SDF: Shift 1	0	7.5	7.5	7.5	7.5	7.5	0	PER 22.500 COM 0.750 PLC _____ VAC 32.750 SIC 53.880

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128891 - 0 00029212 (2048) E09R01 06 Sprague 37.50 Shirley REG SDF: Shift 1	0	7.5	7.5	7.5	7.5	7.5	0	PER 37.500 COM 0.000 PLC _____ VAC 208.250 SIC 840.245
106754 - 0 00006997 (2048) E20Y13 09 Tran 18.75 Mai REG SDF: Shift 1	0	6 <i>Peb</i> 1.0	0	6	6.75	0	0	PER 9.000 COM 0.250 PLC _____ VAC 138.416 SIC 16.502
220854 - 0 00010739 (2048) E07R02 06 Zanolli 37.50 Janice REG SDF: Shift 1	0	7.5	7.5	7.5	7.5	7.5	0	PER 32.500 COM 0.000 PLC _____ VAC 85.424 SIC 87.162

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William A. Hinton State Laboratory Institute

OVERTIME REQUEST FORM

This form is to be used to request and approve overtime, whether paid through an overtime rate or through comp time. The supervisor must anticipate and request overtime approval prior to the beginning of overtime work. The supervisor will keep the completed copy of the form and include it with the pay period's regular time and attendance records.

Name of Employee: Listed Below Employee #: Listed Below

Department: Drug Laboratory

Date(s) of overtime work: February 4, 2012

of hours requested: Listed Below

Why work cannot be completed during regular hours: Significant Backlog of Samples

Overtime is to be: ✓ paid at OT rate _____ added to comp time balance _____
(if OT rate, complete below)

OT Account: 8000-4693 (Project Safe Neighborhood)

Approval:

Supervisor: C. Tolson Date: 1/31/12

Department Head: C. Tolson Date: 1/31/12

Denial reason: _____

Name	Employee ID#	Overtime earned	Name	Employee ID #	Overtime earned
Pete Prew	1386024	7.5 hrs			
Melissa Lanier	1204591	7.5 hrs			
Daniel Peretzkowki	297673	7.5 hrs			

Good Morning Fei,

Here are the time changes for last week;

Employee	ID #	Date	Change From	Change To
Kate Corbett	296644	2/2/12	REG 7.5	VAC 1.5
Michael Lawler	120459	2/4/12		OTS 2.5,OTP 5.0
Hevis Lleshi	311855	2/2/12 2/3/12	REG 7.5 REG 7.5	SIC 1.5 SIC 3.0
Peter Piro	138624	2/4/12		OTS 2.5,OTP 5.0
Daniel Renczkowski	297673	2/4/12		OTS 2.5,OTP 5.0

Thanks,
Della